

DCLU

Director's Rule 8-2000

Applicant: City of Seattle Department of Design, Construction and Land Use	Page 1 of 3	Supersedes: 16-96
	Publication: 2/17/00	Effective: 6/28/00
Subject: Building Identification Plan Requirement for Properties Having More Than Two Buildings	Code and Section Reference: Section 23.76.010 D Seattle Land Use Code Section 106.5.1 SBC	
	Type of Rule: Code Interpretation	
	Ordinance Authority: SMC 3.06.040	
Title 22 – Building Code Title 23 – Land Use Code	Approved	Date

PURPOSE

The purpose of this rule is to clarify when a building identification (ID) plan is required in conjunction with a use or building permit application, and to provide standards for building ID plans submitted to the Department of Design, Construction and Land Use (DCLU).

BACKGROUND

Section 106.5.1 Item 7 of the Seattle Building Code states that the applicant for a building permit shall “give such other data and information as may be required by the building official, including...building identification plans.”

Section 23.76.010 D of the Seattle Land Use Code states, “All applications shall contain the submittal information required by the applicable sections of this Title 23, Land Use Code....”

RULE

DCLU requires all applicants to submit a building ID plan for properties with more than two buildings. A building ID plan identifies the location of each building on the property and uniquely identifies each building by use of an arbitrary numbering system which is unrelated to its address (see figure). The ID plan shall be at least 8 1/2" x 11" (maximum size 30" x 34") and shall be on good quality paper, clear and of reasonable scale. Each building shall be identified by a number on the building and described in a key. The numbering system shall begin at 1 and proceed sequentially until all buildings are numbered.

The building ID plan is required at the time of application. Subsequent applications for the same site will not require an additional copy of the building ID plan, but all subsequent applications must use the numbering system from the original building ID plan to identify the building for which application is being made.

Unusual sites. Although some sites will require a unique building identification system, the following types of sites shall be identified as follows:

Malls - each building receives an identification number, even when the buildings are connected by a common architectural feature;

Underground Parking Garages connecting more than one office or apartment tower - the parking garage shares an identification number with one of the towers;

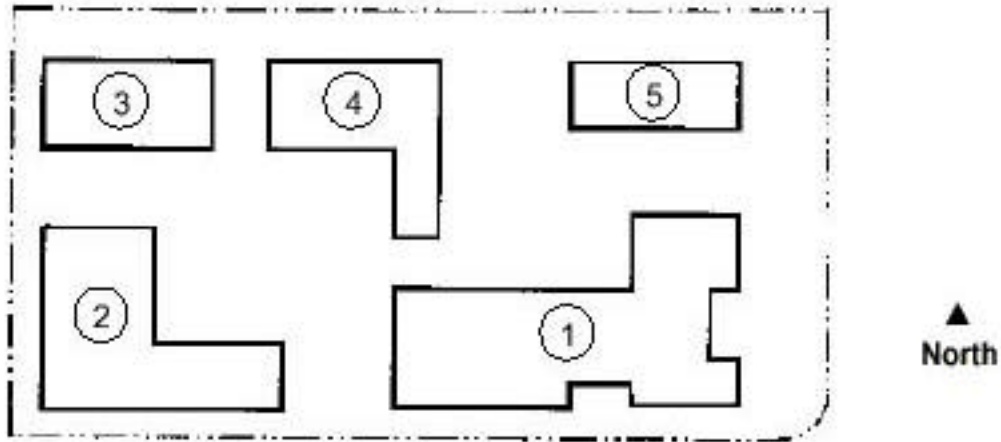
Skybridges - the skybridge shares an identification number with one of the buildings.

REASON

DCLU maintains an automated system to classify permits by buildings as well as by property. Use of building ID plans and numbering systems reduces error and confusion during application, routing, reviewing, inspection, microfilming and research by the public.

For BUILDING ID PLAN, show plot plan of property with each building assigned a number. Use minimum dimensions of 8-1/2" x 11" for Building ID Plan drawing.

BUILDING ID PLAN



Building Key:

1. Skylark Apartments
2. Meadowbrook Apartments
3. Traveler's Inn Building #1
4. Traveler's Inn Building #2
5. Office and Maintenance Building

Legal Description and Property Name:

Traveler's Center
Lots 7-14, Block 23,
Skylark Addition

BUILDING KEY:

List numbers sequentially with name or description of each building.

PROPERTY DESCRIPTION

Include legal description and property name.